

PRESCHOOL CLASSROOM ASSISTANT

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides support to the teacher and instructional assistant in the instruction of preschool students; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in the monitoring of students in various locations;
- Escorts individual students to various locations in the school, as needed
- Assists with classroom sanitation, set-up and clean-up during classroom activities
- Assists the students with classroom activities;
- Assists with personal care needs of students;
- Assures that safety rules are observed and guards against accidental injuries;
- Encourages individual children to participate in group activities;
- Assists in clerical duties such as copying and shredding, as requested;
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the ability to successfully engage children and foster physical, emotional, cognitive and social development; ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

High school diploma or GED; supplemented by 6 months previous experience and/or training involving working with children; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 40 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.